



**CLASS TITLE: DIRECTOR OF BRIAN BENT MEMORIAL
AQUATICS COMPLEX (BBMAC)
CLASSIFIED MANAGEMENT**

BASIC FUNCTION:

Under the direction of the Superintendent or designee provides management services to include marketing, personnel management, business services, and maintenance and operation services related to the running of the Brian Bent Memorial Aquatics Complex (BBMAC). Coordinates activities for Coronado Unified School District (CUSD) student programs and community-wide aquatics programs; supervises all BBMAC staff members; develops and implements marketing program; and oversees all other operations related to the daily running of the pool.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and supervise the day-to-day operations, general and preventative maintenance and programs of the BBMAC.

Hire, train, and supervise all BBMAC staff members.

Coordinate pool schedules with physical education teachers, athletic director, coaches to determine CUSD schedules.

Coordinate and develop aquatic programs and activities to meet the needs of the school, District and community.

Prepare marketing materials and market the pool for daily use and special group usage.

Prepare and monitor budget for BBMAC operations and maintenance.

Purchase supplies as needed.

Establish and monitor safety rules and procedures.

Maintain daily upkeep of all BBMAC facilities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of business management.

Marketing, public relations and communication.

Principles and practices of water safety instruction, life guarding, first aid and CPR.

Requirements of swim instructors and related certification procedures.



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Aquatics programs, pool safety and pool chemistry.
Health Department laws, rules and regulations related to operation and maintenance of public swimming pools.
Applicable sections of the State Education Code and other applicable laws.
Principles and practices of supervision and training.
Technical aspects of field of specialty.
Budget preparation and control.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Computer software programs for managing and marketing the BBMAC.

ABILITY TO:

Troubleshoot and make minor repairs to pool equipment.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Train, supervise and evaluate personnel.
Prioritize and schedule work.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Business Management, Recreation, Leisure Services, or related field.
3 years of professional experience providing direct service in aquatic related activities, including 1 year in a supervisory capacity.
Lifeguard Training.
Water Safety Instructor.
Cardiopulmonary Resuscitation for Professional Rescuer.
Aquatic (or Pool/Spa) Facility Operator.
First Aid for Public Safety Personnel (Title 22).
Valid California Driver's License.

LICENSES AND OTHER REQUIREMENTS:

Lifeguard Training Instructor – within 6 months of hire date.
Water Safety Instructor Training – within 12 months of hire date.



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WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment
Driving a vehicle to conduct work
Subject to emergency situations

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone
Sitting or standing for extended periods of time
Dexterity of hands and fingers to operate pool equipment
Kneeling or crouching

HAZARDS:

Chemicals associated with a pool
Contact with blood and other body fluids
Communicable diseases